



City of Charleston Office of Cultural Affairs
2011 City Arts Management Fellowship Job Description
(Duties to be split between two City Arts Management Fellows)

Reports to: Operations and Public Relations Coordinator

Time Commitment/ Pay: up to 280 hours (\$10 per hour = possible \$2,800 total)
120 hours of work from January 10 – May 13, 2011 (possible \$1,200 stipend)
160 hours of work from May 16 – June 17, 2011 (possible \$1,600 stipend)

Operations Management

- Assist Operations/PR Coordinator in managing the Piccolo Spoleto 2011 performer/presenter application process for various artistic disciplines
- Assist Operations/PR Coordinator in typing correspondence, performer contracts, jurying notes, coordinator contact lists, acceptance and rejection letters for applicants, etc.
- Assist Operations Coordinator with collecting photos and information for use in ticket brochure, program guide, festival website, press releases, etc.
- In consultation with the Director, Development Manager, Operations/PR Coordinator, and other various OCA staff, Co-Chair the Intern Block Party Committee and produce a special event to attract 15-35 year olds to Piccolo Spoleto
- In consultation with the Director and Operations/PR Coordinator, coordinate the Piccolo Spoleto Sideshow, vignettes of festival performances in Marion Square, the U.S. Custom House and the City Market.
- In consultation with the Director and Operations/PR Coordinator, coordinate Sundown Poetry receptions at various downtown galleries.

Development

- In consultation with the Development/Marketing Assistant, perform gift entry in Raiser's Edge database
- In consultation with the Director and Development Manager, oversee the work of the Intern Committee charged with fundraising for the Intern Block Party

Marketing / Public Relations

- In consultation with the Development/Marketing Assistant, draft e-mail newsletters in Constant Contact system for various festival events throughout the year
- Assist Operations/PR Coordinator by typing, proofreading, editing various printed marketing/PR materials including press releases, posters, programs, brochures, flyers, etc.
- In consultation with Development/Marketing Assistant, Development Manager and Operations/PR Coordinator, assist with updating office and festival websites
- Assist Operations/PR Coordinator with media ticket giveaways, management of the festival Press Room, press clipping process, distribution of marketing/pr materials, etc.
- In consultation with the Operations/PR Coordinator, oversee the work of the Intern Committee charged with marketing/PR for the Intern Block Party

Finance

- Assist Finance/Grants Coordinator with revenue collections & box office during festivals
- Sit in on at least one budget discussion for Piccolo Spoleto
- Assist Finance/Grants Coordinator with typing paperwork necessary to build shows in ticketing system for festival events

Volunteer Management

- Assist Volunteer/Visual Arts Coordinator with recruitment of festival volunteers
- Serve as House Managers for festival events, supervising the work of festival volunteers

Production

- Attend Special Events Committee meetings when Piccolo Spoleto related items are on the agenda
- Assist Production Manager on-site at large outdoor festival events
- Work with Production Manager to apply for appropriate permits for the Intern Block Party



**2011 City of Charleston Office of Cultural Affairs
Arts Management Fellowship Application**

Deadline: October 11, 2010

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone Number: _____ Alternate Phone Number: _____

E-Mail Address: _____

Are you an Arts Management Major at the College of Charleston?

_____ Yes –Please list year: _____

_____ No – Please list your school, major and year: _____

If you responded yes above, why did you choose to major in Arts Management? Do you have a minor?

If you responded no above, how do you think this experience will advance your career goals?

What type of job would you like to have after graduation? Describe specific duties you would like this position to have.

After reviewing the attached job description for the City Arts Management Fellowship, what do you feel you can bring to the position based on your previous work and studies (what are your strengths, skills, unique experiences or talent):



Are there any duties listed in the job description that you feel might be particularly challenging for you?

Please describe your past experience in including any past jobs held, volunteer work, special arts projects, etc. What jobs and projects did you enjoy working on the most? Please explain. Attach a copy of your most current resume.

Attach two letters of recommendation from past employers or volunteer supervisors, (please do not solicit letters from Arts Management Program instructors or advisors). Please list the names of your two references here, their phone number, and their relationship to you:

1. _____
2. _____

It is expected that accepted candidates commit to the following schedule for the City Arts Management Fellowship (payment schedule negotiable):

- ☐ 120 hours total from January 1 – May 15, 2011 (\$10.00/hour)
- ☐ 160 hours total from May 16 – June 15, 2011 (\$10.00/hour)

TOTAL: \$2,800

We will begin interviewing candidates for this fellowship immediately following the application deadline in October. Please list a phone number and e-mail address where you can be reached at this time: _____

Mail application, resume and letters of recommendation to:

ATTN: Laura Thompson, Operations and Public Relations Coordinator
City of Charleston Office of Cultural Affairs
180 Meeting Street, Suite 200, Charleston, SC 29401
(843) 724-3705; thompsonl@charleston-sc.gov